

Food Service Establishments, Permit Requirements, and Safe Food Service in Maricopa County

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Maricopa County Environmental
Services Department

Presentation Topics

- MCESD Responsibilities
- Important Definitions
- Fundraising Options
- Permitting Procedures
 - Are plans necessary?
 - Plan Review process overview

Maricopa County Environmental Services Department



- Business Services
- Community Services
- Air Quality
- Water and Waste
- Environmental Health
 - Trailer Coach Parks
 - Public/Semipublic Swimming Pools
 - Residence Accommodations
 - Pet Shops
 - Food Service Establishments
 - Citizen's Complaints

Maricopa County Environmental Health Code

- Chapter VIII, Section 1, Regulation 3
 - “No person shall operate a food establishment, food service establishment or a food catering establishment without a valid permit to do so from the Department or otherwise than in compliance with the applicable regulations in the Environmental Health Code. The permit shall be posted in a conspicuous place on the premises of the food establishment.”

Important Code Definitions

- Food Establishment
 - an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption: Such as a restaurant; satellite or catered feeding location; catering operation ... that relinquishes possession of food to a consumer directly, or indirectly...

Important Code Definitions

- **Food Establishment** includes:
 - an element of the operation such as a transportation vehicle...
 - an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

Important Code Definitions

- **Food Establishment** does not include:
 - a kitchen in a private home if only food served is not potentially hazardous is prepared for sale or service at a function such as a religious or charitable organization's bake sale if ... the consumer is informed [via a placard].
 - a private home that receives catered or home-delivered food.

Important Code Definitions

- **Food Catering**
 - any establishment in which the process of preparing food products or food is carried on at one premise for service and consumption at another off-site location for a temporary event or other occurrence
- **Permit**
 - A document issued by the Department that authorizes a person to operate a food establishment.

Permit Types for Mobile/Temporary Facilities

- Temporary Food Service Establishment - no more than 14 days. Temporary facility. (\$60.00-\$80.00 per booth)
- Mobile Food
 - Food Peddler - packaged foods only. (\$120.00 annual)
 - Pushcart – assembly only. Hot dogs, snow cones. (\$105.00 annual).
 - Mobile Food Unit - As E & D. (\$175.00 annual)

Permit Types for Fixed/Permanent Facilities

- Food Catering - food prepared at permitted location for service to consumer off-site. (\$380.00 biannual).
- Retail Grocery - Packaged foods only. Potentially hazardous foods (PHF) allowed. (\$300.00 biannual)
- Miscellaneous Food - Small amount of packaged non-PHF foods. (\$70.00 annual).

Is a permit required?



- Home Dinner Party
 - No permit required.

Is a permit required?



- Potluck or Classroom Party
 - No permit required.
 - Predetermined group

Is a permit required?



- Pancake Breakfast
 - Permit required.
 - Operators providing food to consumers.
 - Food served to the public.

Is a permit required?



- Bake Sale

No permit required.

- No potentially hazardous foods.
- One day duration.
- Public informed that food is prepared in a kitchen not subject to regulation and inspection via a placard.

Is a permit required?

- Selling commercially sealed non-potentially hazardous drinks.

- No permit required.



School Concession Stands

- Concessions
 - Open Food
 - Retail
 - Miscellaneous







WOMEN

MEN

BOYS

Fundraising Options

- Food Catering Permit
 - School holds permit
 - School kitchen is the base for operations
 - Certified Food Manager required
 - Booster Clubs hold individual permit
 - Access to school kitchen required
 - Certified Food Manager required

Options Continued



- Special Events
 - Circus, Craft Fairs, Fall Festivals
 - Permits required for food establishments.
 - Food served to the public.
 - \$60 or \$80
 - No homemade foods



Options Continued

- Pushcarts
 - Limited to the assembly of hot dogs, chips, candy, commercially sealed drinks, snow cones, kettle corn



- Permitted vendor

PERMIT TO OPERATE

Environmental Services Dept.
1001 N Central Ave, Suite 100
Phoenix, AZ 85004

PERMIT NO. 011212
EXPIRATION DATE: 5/31/01
FEE: \$175.00

TYPE OF PERMIT: MOBILE FOOD UNIT
LICENSE NUMBER: AA8549
LOCATION:

FIVE STAR CATERING
441 S MAPLE
MESA, AZ 85206

PREMISES:
FIVE STAR CATERING

THIS PERMIT IS NOT TRANSFERABLE AND MUST BE POSTED IN A CONSPICUOUS PLACE



Options Continued



- Mobile Food unit
 - Allowed to sell hamburgers, chicken sandwiches, burritos, nachos, cheese crisp, hot chocolate, bakery items, etc.
 - Permitted Vendors

Options Continued

- Food Peddlers

- Hot Trucks

Commissary wrapped or commercially packaged products such as, hot & cold sandwiches, soup, chips, candy, drinks

- Permitted Vendor



School Stores

- School Stores
 - Miscellaneous Food – Limited to a small amount (no more than 10 linear feet of shelving) of pre-packaged non-potentially hazardous/non-perishable food.
 - Retail Grocery – Limited to packaged food items. Coffee for self-service. Post mix soft drinks with ice dispensers are also allowed under this permit.

Vending Machines

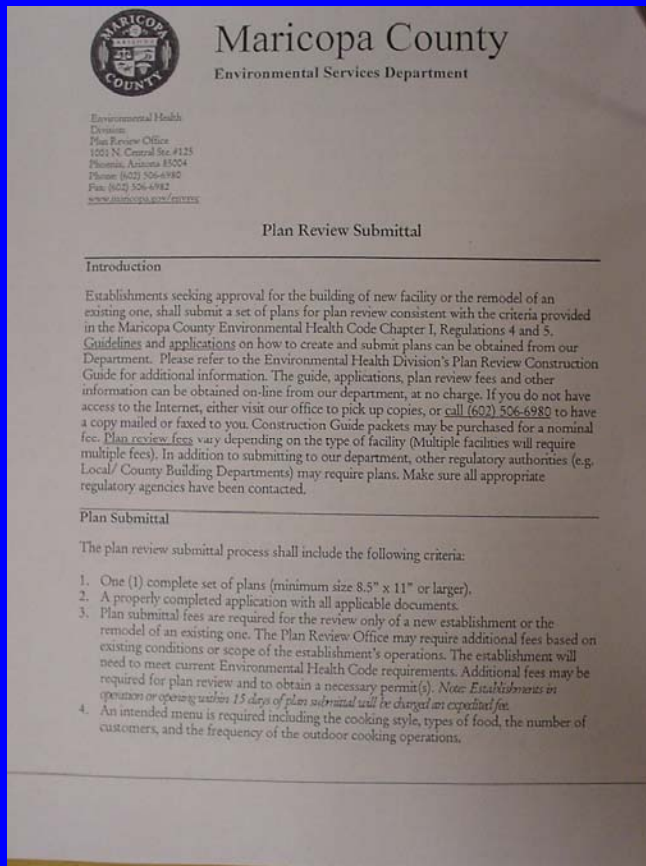
- Vending Machines
 - No permit is required for vending machines that are limited to non-potentially hazardous pre-packaged foods.
 - Vending machines that serve potentially hazardous foods must be equipped with an automatic shutoff if the ambient air temperature drops below 140 Deg. F. or goes above 41 F. for equipment built after the enactment of the current food code or above 45 Deg. F. for equipment built before the enactment of the current code. All refrigerated equipment must maintain a temperature of 41 Deg. F. or below by January 1, 2011.

Permitting Process



- Call Department and explain operation.
- On site evaluation of facility.
- If newly permitted facility or extensive remodel needed, plans are required.

Plan Submittal



MARICOPA COUNTY
Maricopa County
Environmental Services Department

Environmental Health
Division
Plan Review Office
1001 N. Central Ave. #125
Phoenix, Arizona 85004
Phone: (602) 506-6980
Fax: (602) 506-6982
www.maricopa.gov/ehdiv

Plan Review Submittal

Introduction

Establishments seeking approval for the building of new facility or the remodel of an existing one, shall submit a set of plans for plan review consistent with the criteria provided in the Maricopa County Environmental Health Code Chapter I, Regulations 4 and 5. Guidelines and applications on how to create and submit plans can be obtained from our Department. Please refer to the Environmental Health Division's Plan Review Construction Guide for additional information. The guide, applications, plan review fees and other information can be obtained on-line from our department, at no charge. If you do not have access to the Internet, either visit our office to pick up copies, or call (602) 506-6980 to have a copy mailed or faxed to you. Construction Guide packets may be purchased for a nominal fee. Plan review fees vary depending on the type of facility (Multiple facilities will require multiple fees). In addition to submitting to our department, other regulatory authorities (e.g. Local/ County Building Departments) may require plans. Make sure all appropriate regulatory agencies have been contacted.

Plan Submittal

The plan review submittal process shall include the following criteria:

1. One (1) complete set of plans (minimum size 8.5" x 11" or larger).
2. A properly completed application with all applicable documents.
3. Plan submittal fees are required for the review only of a new establishment or the remodel of an existing one. The Plan Review Office may require additional fees based on existing conditions or scope of the establishment's operations. The establishment will need to meet current Environmental Health Code requirements. Additional fees may be required for plan review and to obtain a necessary permit(s). *Note: Establishments in operation or opening within 15 days of plan submittal will be charged an expedited fee.*
4. An intended menu is required including the cooking style, types of food, the number of customers, and the frequency of the outdoor cooking operations.

- One complete set of plans (at least 8.5"x11" to scale).
- Plan review application.
- Plan review fees (double for expedited).
- Intended Menu

Plan Review and Approval



- Reviewed by Plan Review and Construction Inspectors.
- If sufficient and approved, a letter will be sent to submitter.
- Plan approval expires after 1 year.

More information

- Maricopa County Environmental Services
 - Home Page: www.maricopa.gov/envsvc
 - Environmental Health Code
 - Detailed Plan Review Guidelines
 - Food Service Manager / Food Service Worker Information.
 - Telephone: (602)506-6970
 - Regional Offices

Maricopa County



Government